



## KNOX BOX (ACCESS BOX) REQUIREMENTS

CITY OF LACONIA FIRE PREVENTION DIVISION  
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Call (603) 524-6881 for appointments and information

**FIRE  
PREVENTION  
Fire Department  
Access and Water  
Supply**

**800-5**

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The City of Laconia, through Ordinance 149-13.2, requires lock box installations for access to certain buildings and certain gates/fences. NFPA 1: 18.2.2.1 provides the AHJ the authority to require an access box(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security. These requirements provide information regarding which buildings are required to install access boxes, what type of access boxes are approved, and where they are to be located on a building or gate/fence.

### TYPE OF APPROVED ACCESS BOXES:

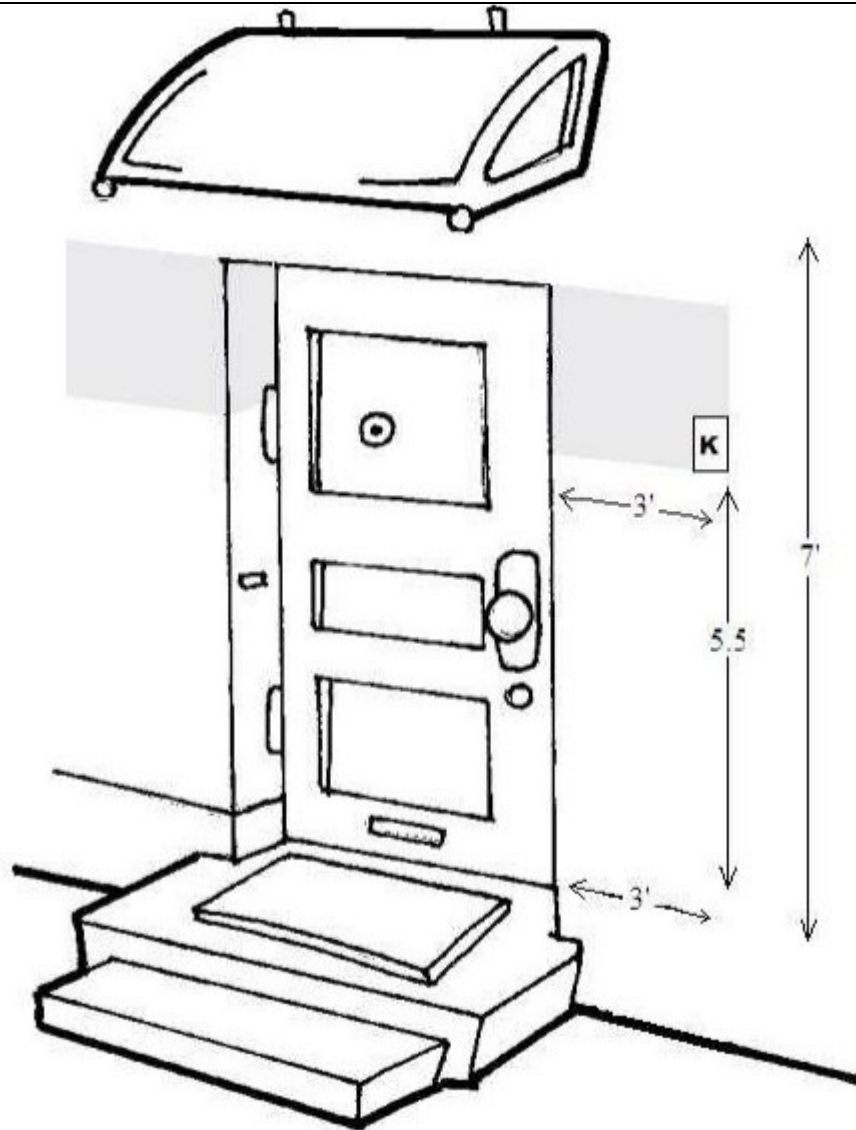
1. The Laconia Fire Department has approved the use of Knox company products within the City of Laconia. This enables LFD to have key control for access to the boxes and provides an additional security measure to the citizens of Laconia.

### BUILDINGS REQUIRING A KNOX BOX:

1. Any multi-family residential structure that has restricted access through locked doors and has a common corridor for access to living units.
  - a. Exemption: townhouse style condominium units
2. Any non-residential building where a fire alarm or suppression system is or has been installed.
3. Any building or facility containing a quantity of hazardous materials, which would require compliance with Title III of the Superfund Authorization and Recovery Act (SARA).
4. All new construction shall comply with this section at the time of construction.
5. Where a property is protected by a locked fence or gate and where immediate access to the property is necessary for life-saving and firefighting purposes.

### INSTALLATION LOCATION:

1. Knox boxes shall be installed within three (3) feet horizontally of the principal entrance door of the building or within three (3) feet horizontally of another entrance to the building which is acceptable to the fire department. Boxes shall be installed no less than 5.5 feet vertically from the threshold of the door and not more than seven (7) feet vertically from the threshold of the door. It is the preference of LFD that boxes be installed at the 5.5-foot level.
2. Boxes shall be installed on the side of the building facing the street of an address unless LFD has approved another location for the box.
3. The following diagram provides a visual guide for installation of the Knox box:



### KEYS REQUIRED

1. The keys required to be deposited in the Knox Box shall include:
  - a. Keys to locked access on the exterior of the building or facility.
  - b. Locked points of access to common areas such as hallways, utility rooms, fire protection control rooms, fire alarm equipment, mechanical rooms, electrical rooms, and elevator rooms.
  - c. Any other areas that may be required by the AHJ.

### TYPE OF KNOX BOX REQUIRED

1. The AHJ shall determine the size and type of Knox Box through the Knox Box approval system. General recommendations are as follows:
  - a. Residential Knox Boxes are for single-family homes. They may be used in some multi-family occupancies with prior approval from the AHJ.
  - b. Commercial Knox Boxes are for all other occupancy types other than single-family homes.

Note: Laconia Fire Department and the City of Laconia will not be held liable for doors that must

be forced open during emergency operations when a Knox Box is not present, keys are not present in the Knox Box, or the wrong keys are in the Knox Box.

